

## **Request to Open a Branch Office**

I am opening a branch office located at:

_____			_____	
<b>Street Address</b>			<b>Company Name</b>	
_____				
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Area Code Telephone Number</b>	
_____				
<b>Principal Broker's Signature</b>				

Please check one:

(This does not apply to offices located outside of Kentucky)

☐ This office is located in an incorporated area of \_\_\_\_\_.  
**County**

☐ This office is located within the city limits of \_\_\_\_\_.  
**City**

Please check one:

☐ The branch office must be within 50 miles of main office.

☐ The branch office is located more than 50 miles from the main office and the  
managing broker is \_\_\_\_\_.

**\*Note\*** The managing broker must send their license to the KREC along with a transfer request form document #200 on Fax on Demand.

There is no charge for opening a branch office. Mail or Fax Completed Form to:

**Kentucky Real Estate Commission**  
**10200 Linn Station Road, Suite 201**  
**Louisville, KY 40223**  
**(502) 429-7250 or Toll free: 1-888-373-3300**  
**FAX (502) 429-7246**  
**Web Address: [www.krec.ky.gov](http://www.krec.ky.gov)**

If you have licensees that will be affiliating with the new branch office, reference the transfer request form document #200 on Fax on Demand.